TS-EAS - EAC-CPF team

Place: Virtual meeting, Zoom

Date: Thursday, 03 March 2022, 7am Boston/1pm Berlin/11pm Melbourne

Attendees: Silke, Karin, Kerstin, Marie, Ailie, Anna-Maria

Notes

Note taker: Silke

1. EAC-CPF revision submissions
   o Timeline:
      1. March
         ● Submit to SAA
         ● Schema: Mark cleaning up xsd and rng for submission
            ○ transformation stylesheet and schematron needs some finalizing and might not be submitted with the documentation but handled similar as BPG
         ● Tag Library: finalized in [development branch in GitHub](#)
         ● Submission documentation: will be finalized until March 8 by Silke and submitted afterward by Karin to SAA Standards Committee
            ○ cc Mark, Marie, Silke
         ● EAC-CPF 2.0 shall become topic for Standards Committee meeting on 14 April 2022, so in best case the documents are submitted before 10 March 2022
      2. March-July
         ● Finalize Best Practice Guide: add missing topics
         ● Prepare homepage update: Marie and Silke will take a look at the homepage and see what needs to be changed
         ● Prepare release: dates for section and committee virtual meetings btw July 12 and August 12
            ○ Karin and Mark will propose meeting dates for TS-EAS and will aim for dates in August
      3. July/August 2022
         ● Release: depending on SAA approval the release will be prepared for SAA Section and Committee meetings

2. Best Practice Guide
   o Ailie is going to send a reminder via email with links to the documents to go on and work on BGP in week 10
   o follows up with Iris for progress of the [GitHub Repo for the BPG](#) via email
   o GitHub issues for BPG are assigned to all team members

3. Any other business (all)
   o Anna-Maria asks for distinct assignments and task for EAC-CPF team work
   o Mark gets calendar invitations for EAC-CPF 2022 meetings

4. Next meeting
   - planned: Thursday, 7 April 2022